



## ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT  
1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • [www.asd-w.nbed.nb.ca](http://www.asd-w.nbed.nb.ca)

September 2017

Dear Parent/Guardian:

Anglophone West School District has a protocol outlining our commitment to creating and maintaining an environment in schools where students, staff, and others feel safe. In order to enhance safety and security, the District has been involved in intensive threat assessment training of school administrators, education services support teachers and district staff. Further to this, partners such as police, officials from Social Development and officials from Mental Health have also had an opportunity to be trained in this multi-disciplinary approach.

The protocol requires trained school staff, as a team, to complete a "Violence Threat Risk Assessment" (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the threat assessment process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of "lock down" or "hold and secure" within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a "hold and secure" allows those who are in the building to continue with their normal routines, but calls for increased monitoring of entrances and for nobody to enter or leave the building. A "lock down" requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians to know that they will not be able to retrieve their child(ren) until the "all clear" is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that parents, students, and community members who have knowledge of a threat or high-risk behaviour will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all children and staff.

Sincerely,

Catherine Blaney  
Interim Superintendent



**Student Data Collection Sheet –Additional Information Sheet**

**SUPPORT FOR CANADIAN FORCES FAMILIES AND/OR  
FAMILIES WITH PARENTS/GUARDIANS WORKING OUT OF PROVINCE  
VOLUNTARY INFORMATION**

*To be shared with educators on a need-to-know basis only*

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

ASD-W recognizes the unique circumstances and lengthy separations that some families face due to employment situations (e.g. military service, working out of province). As a district, we want to ensure that our students are supported during these times. Therefore, if your family is currently experiencing a separation or will experience one during the current school year, we would welcome you to voluntarily share the following information:

\_\_\_\_ Military Family (Yes/No)

\_\_\_\_ Family Member Currently Away.

Expected Return: \_\_\_\_\_

\_\_\_\_ Family Member Expected to Be Away.

Expected Departure: \_\_\_\_\_

Please feel free to share any relevant information that you believe will help us support your child's needs based on family situation:

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# SEMESTER ONE IMPORTANT DATES & EVENTS

KEEP FOR HOME USE

## SCHOOL PICTURE DAY—September 21, 2017

OPEN HOUSE (MEET THE TEACHER) and PSSC Elections—Tuesday September 12<sup>th</sup>, 6PM-7:30PM

\*\*\*PowerSchool Parent Portal Sign-up will occur during the Open House\*\*\*

Tuesday, September 26, 2017—Professional Learning Days Early Dismissal (AM School Only)

NO SCHOOL—Monday October 9<sup>th</sup>—Thanksgiving Holiday

Tuesday, October 24, 2017—Professional Learning Days Early Dismissal (AM School Only)

NO SCHOOL—November 10, 2017 Professional Learning Day—No school for students all day

NO SCHOOL—Monday November 13<sup>th</sup>—Remembrance Day Holiday

\*\*\*REPORT CARDS WILL GO HOME NOVEMBER 20, 2017\*\*\*

Parent Teacher Interviews—Thursday (Evening) November 23, 2017—5:30PM to 7:30PM

Parent Teacher Interviews—Friday November 24, 2017—1:30PM-3:30PM

NO SCHOOL—Friday November 24<sup>th</sup>—Parent Teacher Interviews and Teacher Professional Learning

Friday, December 22<sup>nd</sup>—Last day before Christmas break

Monday, January 8<sup>th</sup> 2018— Students return from Christmas Break

## EXAM WEEK—January 22 to January 26, 2018

NO SCHOOL—January 29<sup>th</sup> and January 30<sup>st</sup> (High School Turn-Around Days)

WEDNESDAY JANUARY 31<sup>ST</sup>: SEMESTER TWO BEGINS

### OHS DAILY BELL SCHEDULE

Period	Time
Warning Bell	8:35-8:40AM
Period One	8:40-9:40AM
Nutrition Break	9:40-9:50AM
Period Two	9:50-10:50AM
Period Three	10:55-11:55AM
Lunch	11:55-12:50PM
Period Four	12:50-1:50PM
Advisory Period	1:55-2:20PM
Period Five	2:25-3:25PM

Oromocto High School operates a closed-campus during the school day. Students are not permitted to leave the building between classes. However, students are permitted to leave during the lunch hour.

### IF THE BELL HAS RUNG AND YOU ARE NOT IN CLASS...YOU ARE LATE!

Students who are chronically tardy to class will be referred to Administration and a meeting with Parent/Guardian will be arranged to build a plan for on-time arrival.

We ask parents/guardians to discuss the importance of being on time to each and every class during the day. Your lateness impacts the entire class.

Students arriving late in all periods will sign in/out at the office.

Students arriving more than 30 minutes late into any period will be considered unexcused for the period and the parent will be required to provide a valid excuse.



# Oromocto High School

There's  
an **App**  
for  
that!



**SCHOOL Info**  
Your school. Your connection.

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# Oromocto High School

25 Mackenzie Avenue, Oromocto, NB, E2V 1K4 Tel. 357-4015 Fax: 357-4018

September 2017

Dear Parents/Guardians:

We have begun another exciting school year at Oromocto High School and welcome an opportunity to share some of the 2017-2018 academic, co-curricular and extracurricular activities with you. In order to do this, an Open House evening is scheduled for **Tuesday, September 12<sup>th</sup>**, starting at 6:00 p.m. in the OHS Theatre. Some of the highlights of the evening are:

- + Opportunities to meet and talk with your child's teachers (**Please bring a copy of your child's schedule of classes with you so you can best experience his/her day**)
- + Overview of course offerings at OHS and the four year high school program
- + Review of the academic expectations and behaviour expectations
- + Presentation by the Students Representative Council (SRC)
- + Introduction to the many activities available to students throughout the year

The Parent School Support Committee (PSSC) election will be held on Tuesday, September 12<sup>th</sup>, in the OHS Cafeteria. A letter providing more information about the election process and eligibility is included on the reverse side of this letter.

Education of the whole child involves emphasis on academics as well as involvement in extracurricular activities. At Oromocto High School there are in excess of 50 extracurricular activities from which students can choose. In addition, many social events occur during the noon hour thus providing opportunities for participation by the entire student body. The student council fee of \$40 per student or \$80 per family allows us to provide a diverse selection of extracurricular activities/clubs as well as support for numerous sports and athletic teams.

The evening's schedule is as follows:

- + General Assembly in the OHS Theatre
- + Visitation with your child's teachers (you need a copy of your child's schedule; students are encouraged to attend with their parents)
- + Parent School Support Committee election in the OHS Cafeteria

On behalf of all staff at Oromocto High School, I welcome an opportunity to meet with you on September 12 at 6:00 p.m. in the OHS Theatre.

Best wishes,

Jeff Holder  
Principal

*"Home of the Blues"*



## Who are the members of the PSSSC?

The PSSSC will have between 6-12 members. Most members are parents of students in the school who are elected (or appointed) for a 3-year term. The number of parent positions on the committee is determined by the size of the school.

A Home & School Association may appoint one member.

If your school has high school students, the students will elect a student representative. If your school doesn't have high school, the PSSSC may choose to appoint a student.

The teachers in your school will elect one representative for the PSSSC.

The PSSSC may also appoint 1-2 community members to join the PSSSC.

Your principal will participate in all PSSSC meetings and will bring reports and updates to the committee for input and review.

## How can I get involved as a parent member of the PSSSC?

Parents of students in your school elect parent members at a meeting organized by your school principal in September of each year.

If you are interested in being a parent member, talk to your principal or PSSSC members about vacancies and eligibility requirements. There are no special skills or experience needed. However, there are some limitations, for instance, you cannot be an employee who works at the school.

To serve as a community member, you must be nominated by a parent member of the PSSSC.

Contact your principal, talk to your school's PSSSC, or visit [www.decnb.ca](http://www.decnb.ca) for more information on education governance in NB.

## Parent School Support Committee (PSSC)



Working Together to Improve our School



## Why get involved in the Parent School Support Committee?

Parents, principals & teachers can work together to make contributions to the quality of education and schools in New Brunswick.

Working together provides opportunities for improvements in academic success, creating a positive learning environment and developing stronger volunteer programs.

You can help impact positive change and take part in improvement planning by getting involved in the Parent School Support Committee (PSSC) in your school.

## What is the role of my PSSC?

Parent School Support Committees provide advice, feedback, and direction to the principal and school administration.

This important role includes providing advice to the principal on:

- school policies,
- partnerships within the community,
- maintaining a positive learning environment,
- supporting the language and culture of the school,
- planning for school improvement.

## Where does my PSSC fit into the education system?

**Department of Education and Early Childhood Development (EECD)**  
sets provincial standards and expectations for achievement

**District Education Council (DEC)**  
develops policy and oversight to ensure schools are operating effectively and efficiently and that the decisions at the district level reflect community needs and desires.


**Parent School Support Committee** focuses on the education priorities and improvement for your school.

## What are the PSSC responsibilities?

PSSC members do not have individual authority but work collectively to assist in the following areas:

- Help the principal on education issues
- Develop and monitor the School Improvement Plan
- Review the School Performance Report
- Assist with developing school policies
- Communicate with the DEC
- Provide input into the hiring of the principal and vice principals
- Provide input into the performance evaluations of the principal and vice principals



	<b>POLICY NO. ASD-W-360-7A</b>
<b>STUDENT PHOTOGRAPHS AND STUDENT INFORMATION -- PARENT/GUARDIAN CONSENT FORM</b>	
<b>APPENDIX A</b>	
<b>Category:</b> Educational Services	<b>Effective:</b> August 2017

The Anglophone West School District and its schools are required to comply with legislation which protects students' personal information, in particular the *Education Act*, the *Right to Information and Protection of Privacy Act* (RTIPPA) and the *Personal Health Information Privacy and Access Act* (PHIPPA). Parents/guardians of students under the age of 18 must be informed of how personal information is used and to give permission for those uses. Throughout the school year, student information may be used and disclosed for a variety of purposes (e.g., academic achievement, student celebrations, school photos). The following uses of your/your child's personal information require specific consent from you.

I, \_\_\_\_\_ give consent for \_\_\_\_\_  
*name of parent/guardian (or student over 18)* *(name of school)*  
 to use and disclose personal information regarding my child/me \_\_\_\_\_  
 for the activities checked below. *(name of student)*


**Please check the appropriate boxes: (to be completed for all students K-12)**

- Yes, my child's name and grade level may be released to a school photographer for school pictures.
- Yes, my child's name and grade level may be released to a school photographer for a student identification card.
- Yes, my child's name and grade level may be released to a school photographer for a school directory.
- Yes, my child's name, photo and video may be published or broadcast by media organizations for academic recognition or school extra-curricular activities.
- Yes, my child may participate in news conferences or public events that may be published or broadcast by media organizations.
- Yes, my child's name and photograph may be published in the school yearbook.
- Yes, if relevant for the safety of my child, my child's name, grade level, photograph, medical condition and emergency procedures may be posted in the school for appropriate staff's use during an emergency situation.
- Yes, my child's name, photo and video may be published on school or district website/social media pages (including, but not limited to, Facebook, Twitter, Instagram, You Tube) for academic recognition or school extra-curricular activities.
- Yes, my child's personal accomplishments may be recognized within the school community such as student of the month, athlete of the month or other award/recognition these could be announced over the schools PA system or published in the school newsletter or posted on the school website/social media pages (including, but not limited to Facebook, Twitter, Instagram, You Tube).
- Yes, my child may be photographed and/or audio/video recorded by educators for assessment and instructional purposes.
- Yes, my child's name and/or photo may be listed publicly throughout the school in classroom, administration and recognition boards in the school. Examples: classroom names on cubicles, hooks etc., honor roll recognition boards in hallways, etc.
- Yes, my child's name, student number, parental/guardian names, student date of birth and student course scheduling information may be released securely to KEV Software Inc., for its sole purpose of use in School Cash Online. This program allows parents online access to pay electronically and securely for all school fees and events.

**If your child is in Gr. 12 please check the following boxes that are applicable:**

- Yes, my child's name and/or photo may be listed in graduation composite.
- Yes, my child's name and/or photo may be listed on a graduation list/program.
- Yes, my child's name and/or photo may be listed on a graduation invitation.
- Yes, if requested, both my child's name and address can be released to an elected official for recognition purposes for the graduation from High School.
- Yes, if requested, my child's name can be released to media organizations.



 <p style="text-align: right;"><b>POLICY NO. ASD-W-360-7A</b></p> <p style="text-align: center;"><b>STUDENT PHOTOGRAPHS AND STUDENT INFORMATION – PARENT/GUARDIAN CONSENT FORM</b></p> <p style="text-align: center;"><b>APPENDIX A</b></p>		
<b>Category:</b>	Educational Services	<b>Effective:</b> August 2017

**Right to Revoke Consent**

You have the right to revoke consent at any time. Your revocation of consent must be in writing to the Principal of the school. Note that your revocation of consent would not be retroactive and would not affect uses or disclosures already made according to your prior consent.

**Notes:**

1. Students involved in performing arts, scholastic competitions or athletic activities perform or compete in public venues, including school. It is reasonable to expect that photographs or videos may be taken by spectators and the media. Once parents/guardians or other members of the public are invited, the event becomes a public event and anyone in attendance is allowed to take photographs or videos without first obtaining consent. Visitors are reminded to be respectful of other individual's privacy, but the school is not able to control the images captured in these situations and the images may be shared by that person on social media sites.
2. Video surveillance equipment may be used in schools to enhance the safety of students and staff, to protect property and to aid in the identification of intruders or other persons who may pose a risk to school community members.
3. If the form is not returned, the default answer is "no" to all the questions.



<b>Signature Parent/Guardian or Student (over 18)</b>	<b>Relationship to Student</b>	<b>Date</b>
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If you have any questions regarding our privacy practices, or wish to express your concern about how we have handled your personal information, please contact:

Coordinator, *Right to Information and Protection of Privacy Act*  
(506) 453-5454  
Anglophone West School District  
1135 Prospect Street  
Fredericton, NB E3B 3B9

Further information on the *Right to Information and Protection of Privacy Act* can be found online at [www.gnb.ca/info](http://www.gnb.ca/info) or by contacting the Information Access and Privacy Unit of Service New Brunswick at [info.priv@snb.ca](mailto:info.priv@snb.ca) or by phone at (506) 444-4180.